



**EMS Advisory Board Bylaw Committee Meeting**  
**Office of EMS, Technology Park, Glen Allen, Virginia**  
**February 11, 2010**  
**1:00 p.m.**

<b>Members Present:</b>	<b>Members Absent:</b>	<b>Staff:</b>	<b>Others:</b>
<b>Bruce Edwards</b>	Asher Brand, MD	Wanda Street	<b>Jennie Collins</b>
<b>Gary Dalton</b>			
<b>Jason Campbell</b>			
<b>Carol Lee Fischer-Strickler</b>			

<b>Topic/Subject</b>	<b>Discussion</b>	<b>Recommendations, Action/Follow-up; Responsible Person</b>
<b>Call to Order:</b>	Bruce Edwards, Chair, called the meeting to order at 1:38 p.m.	
<b>Review &amp; Approval of the November 11, 2010 minutes:</b>	A motion was made to review the previous minutes.	<b>The minutes were approved as submitted.</b>
<b>Review of the Summary of Proposed Amendments to the By-Laws:</b>	<p>Attached is the draft copy of the Summary of Proposed Amendments to the Bylaws of the State EMS Advisory Board.</p>  <p>Z:\Scanned Documents\Summary</p> <p>There were some edits and changes to the document as follows:</p> <p>The group agreed that number one should say State Board of Health instead of State EMS Advisory Board. The sentence will read:</p> <p><i>1. Adds the responsibility of the EMS Advisory Board to accept nominations for the EMS representative to the State Board of Health.</i></p> <p>Item Number 9 is a typo and should be The instead of Te in the third sentence. That sentence will now read:</p> <p><i>The four focus areas are Administrative, ...</i></p> <p>Item Number 12 had some changes and should read as follows:</p> <p><i>12. The responsibility for establishing each committee's organizational structure and membership is being shifted from the chair to the executive committee.</i></p> <p>On page 6 of the draft Bylaws dated January 22, 2010, the following changes were made. See attachment below.</p>  <p>Z:\Scanned Documents\Draft Byla</p>	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
	<p>Item 14 c. should read:  c. <i>Trauma Oversight and Management is changed to Statewide Registries for the inclusion of all patient triage including STEMI and Stroke.</i></p> <p>Item 17 change the word of to for. It would now read:  17. <i>A section for Ad Hoc Committees is added to the Bylaws.</i></p> <p>Carol Lee Strickler asked if the Office of EMS had a list of acronyms commonly used by the State EMS Advisory Board. This list should be given to new members at the orientation. Wanda Street will ask other staff members if there is an acronym list.</p> <p>The following item needs to be added as #20 and should read:  <i>Per the <u>Code of Virginia</u> 32.1-111.12, the Financial Assistance Review Committee (FARC) is now a direct report to the EMS Advisory Board and the Commissioner.</i></p>	
<b>Discussion Items:</b>	<p><b>1. Voting and Motions from the floor</b></p> <p><b>2. Where do the Recommendations go?</b>  What are we doing when we vote? When the advisory board votes on something, are we advising the Board of Health or the Office of EMS? Jennie stated that it depends on what is being voted on and what action needs to be taken next. Best practice recommendations are not enforceable. Regulatory items are enforceable and will go to the Board of Health. The process of bringing motions to the Advisory Board need to be better defined as well as the impact of the action taken.  The group discussed if motions and information on the motions should be presented to board members prior to the advisory board meeting so that they have more knowledge of what they are voting on. Jennie stated that the Executive Committee could also look at the meeting schedules of the committees. She also stated that the motion form is being revised by the Executive Committee.</p> <p><b>3. “Coordinators” vs. another name?</b>  Gary Dalton suggested that they should be called Division Chairs. Bruce proposed asking the advisory board if they have suggestions on what the four area heads should be called. He stated that the group should leave it as is for now.</p> <p><b>4. “Game Plan” – all discussion 2/12/10? Input over the next 90 days?</b>  We will submit the summary of the bylaw changes to the Advisory Board committee tomorrow and will allow input/changes to be discussed at the May meeting. The recommendations/changes should be sent to Bruce Edwards by April 1 so that the changes can be implemented by the May meeting and will be voted on at the August meeting. If all changes are final at the August meeting, the bylaws will be effective September 1, 2010. The changes that were made on Page 6 will be introduced as a discussion item tomorrow.</p> <p><b>5. Anything missing?</b>  The group agreed that there were no missing items.</p>	
<b>Public Comment:</b>	None.	

Topic/Subject	Discussion	Recommendations, Action/Follow-up; Responsible Person
<b>Unfinished Business:</b>	None.	
<b>New Business:</b>	None.	
<b>Adjournment</b>	The meeting was adjourned at approximately 2:40 p.m.	